



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**MIMAROPA Region**

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila  
Tel. No. 405-0046, 248-3468/2483367 loc. 2701/2707

**REQUEST FOR PERSONAL TRAVEL AUTHORITY**



Name of Employee: **ARLENE V. FRANCISCO**

Plantilla Position/Designation: **PLANNING OFFICER III**

Plantilla Assignment: **DENR – MIMAROPA Region (PENRO MSD, Occidental Mindoro)**

Present Station: **PENRO Mamburao, Occidental Mindoro**

Office Address: **So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro**

Contact Number: **09399391557**

Email Address: **rainedaive@gmail.com**

Duration of travel: **April 02-08, 2023**

Destination: **Singapore and Malaysia**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

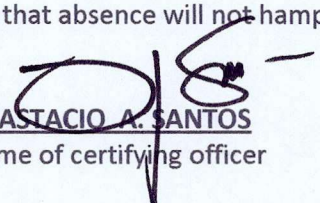
Type of Leave of Absence: **Vacation Leave**

Duration: **April 03-05, 2023**

Clearance required? ☒ no

(if more than 30 days) ☐ yes Approving authority : \_\_\_\_\_

I hereby certify that absence will not hamper operational efficiency of the office.:

  
**ANASTACIO A. SANTOS**  
Name of certifying officer

**CENRO Sablayan, Occidental Mindoro**  
Position/Designation

I hereby endorse the herein request.

**LORMELYN E. CLAUDIO, CESO IV**  
Name of head of office

**Regional Executive Director**  
Position/Designation

CERTIFIED BY:

**MA. CRISTINA C. RENDORIO**  
Chief, Personnel Section  
Focal Person on Personal Travel Authority  
/bah 01102023



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME	(Last)	(First)	(Middle)
PENRO OCCIDENTAL MINDORO	FRANCISCO	ARLENE	VALENCIA	
3. DATE OF FILIN	<u>01/16/2023</u>	4. POSITION	<u>PLANNING OFFICER III</u>	5. SALARY <u>₱ 46,216.00</u>
	(mm/dd/yyyy)			

## 6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>Vacation Leave</b> (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292)            |
| <input type="checkbox"/>            | <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)   |
| <input type="checkbox"/>            | <b>Sick Leave</b> (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)               |
| <input type="checkbox"/>            | <b>Maternity Leave</b> (RA No. 11210/IRR issued by CSC, DOLE and SSS)                        |
| <input type="checkbox"/>            | <b>Paternity Leave</b> (RA No. 8187/CSC MC No. 71, S 1998, as amended)                       |
| <input type="checkbox"/>            | <b>Special Privilege Leave</b> (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  |
| <input type="checkbox"/>            | <b>Solo Parent Leave</b> (RA No. 8972/CSC MC no. 8, S. 2004)                                 |
| <input type="checkbox"/>            | <b>Study Leave</b> (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)              |
| <input type="checkbox"/>            | <b>10-Day VAWC Leave</b> (RA No. 9262 / CSC MC No. 15, S. 2005)                              |
| <input type="checkbox"/>            | <b>Rehabilitation Privilege</b> (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) |
| <input type="checkbox"/>            | <b>Special Leave Benefits for Women</b> (RA No. 9710 / CSC MC No. 25, S. 2010)               |
| <input type="checkbox"/>            | <b>Special Emergency (Calamity) Leave</b> (CSC MC no. 2, S. 2012, as amended)                |
| <input type="checkbox"/>            | <b>Adoption Leave</b> (RA No. 8552)  |
| <input type="checkbox"/>            | <b>Others</b>  |

## 6. B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Within the Philippines                         |
| <input checked="" type="checkbox"/> | Abroad (Specify) <b>SINGAPORE AND MALAYSIA</b> |
| In case of Sick Leave:              |  |
| <input type="checkbox"/>            | In Hospital (Specify Illness)                  |
| <input type="checkbox"/>            | Out Patient (Specify Illness)                  |
| In case of Study Leave:             |  |
| <input type="checkbox"/>            | Completion of Master's Degree                  |
| <input type="checkbox"/>            | BAR/Board Examination Review                   |
| Other Purpose:                      |  |
| <input type="checkbox"/>            | Monetization of Leave Credits                  |
| <input type="checkbox"/>            | Terminal Leave                                 |

## 6.C NUMBER OF WORKING DAYS APPLIED FOR

3	DAY / S
INCLUSIVE DATES	
APR. 3, 2023	to APR. 5, 2023

## 6. D COMMUTATION

- ☒ Not Requested  
☐ Requested

**ARLENE VALENCIA FRANCISCO**  
(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.A CERTIFICATION OF LEAVE CREDITS

as of (mm/dd/yyyy) **NOVEMBER 2022**

	Vacation Leave	Sick Leave
Total Earned	134.947	149.125
Less this application	3.000	-
Balance	131.947	149.125
Combined Balance		

**VON ERIKA S. CAUSAPIN**  
Administrative Officer IV /  
Human Resource Management Office

## 7.B RECOMMENDATION

- ☒ For Approval  
☐ For Disapproval Due to

ABE R. FRANCISCO

Chief, Management Services Division

## 7.C APPROVED FOR:

3 days with pay  
           days without pay  
 others (specify)

## 7.D DISAPPROVED DUE TO:

**ERNESTO F. TAÑADA**  
OIC, PENR Officer



CSC Form No. 6  
Revised 2020

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FRANCISCO ARLENE VALENCIA

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☐ Others

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In case of Sick Leave:  

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☐ Out Patient (Specify Illness)

In case of Study Leave:  

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other Purpose:  

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☐ Terminal Leave

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☒ Not Requested

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(Signature of Applicant)

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